



# CORVALLIS COMMUNITY DEVELOPMENT DEPARTMENT

FY 2001-2002  
Annual Report

## Message From The Director

We are pleased to present the Corvallis Community Development Department's report for 2001-2002. Here are some highlights:

- Nearly \$1 million in local and federal funding assisted dozens of low income community members with first home purchases or by financing repairs to their existing homes. These funds also supported local agencies with new home construction and underwrote critical services for youth and elderly people, developmentally disabled, and homeless people, most of whom were extremely low income.
- Despite economic uncertainty at the national, state, and local levels, a significant level of development activity continued in Corvallis. About 4,500 permits were approved which had a total construction value of over \$132 million which is 25% higher than the five year average.
- [corvallispermits.com](http://corvallispermits.com) is now operational. This service provides on-line access to information regarding current and past building permits and planning applications.
- The North Corvallis Area Plan, a major work product completed last year, was reviewed and officially approved by the Planning Commission and City Council.
- The Oregon Land Conservation and Development Commission approved the Land Development Code (LDC) Update, a major project completed at the end of the year 2000. Legal appeals of this decision have been filed which will delay LDC Update implementation.

As we look ahead to the Community Development work program for the next year, upcoming major efforts include:

- The Natural Features Inventory project will be completed leading to the next phase of the Land Development Code Update. This will involve the challenging process of balancing the goal of protecting significant natural features with the need to provide sufficient land for future housing and economic development.
- Oregon State University is updating the Campus Master plan which will be submitted for City approval. We anticipate there will be considerable community interest in the master plan as the review process moves ahead.
- The City will be developing a new Consolidated Plan which creates a blueprint for the use of federal funds to address housing, social services, and community development needs for a five-year timeframe.

I hope that you will review this report to find out about these and many important community development activities.

Much of the Community Development Department's work is assisting the community in balancing diverse interests as policy decisions are made. We appreciate the commitment of citizens, elected and appointed decision-makers in this process and look forward to another year of service to our community.

## Historic Preservation

Over the past year, citizens representing two areas of the College Hill neighborhood worked closely with staff to prepare nominations for two new historic districts, College Hill West and North College Hill. It is anticipated the former will be places on the National Register this year, with State Committee review of the North College Hill taking place this fall. The City's first historic district, Avery-Helm, was established in January 2000.

In addition to working on these historic district nominations, staff processed 25 historic preservation permits. These permits allow City to evaluate proposed site alterations or new construction associated with historic resources. Many of these permits are reviewed by the City's Historic Preservation Advisory Board (HPAB). The HPAB also reviewed twenty inventories of properties which may be eligible for listing on the Corvallis Register of Historic Places. Staff is contacting the property owners of qualified properties to see if they would like to have their properties listed on the Local Register. The HPAB also participated in three Federal reviews of projects which impact historic resources.

For further information about the City's historic preservation activities, contact Associate Planners Kathy Seeburger or Kathy Gager. Historic information is available from the City's web site at [www.ci.corvallis.or.us/historic/index.html](http://www.ci.corvallis.or.us/historic/index.html)://[www.ci.corvallis.or.us](http://www.ci.corvallis.or.us).

**Corvallis has around  
100 resources listed  
on the local register**

## Land Use Application Review

In FY 01-02, Planning staff received and processed 80 land use applications with many requiring a public hearing before the Planning Commission. Three Planning Commission decisions were appealed and public hearings held by City Council on them during the fiscal year.

Some of the more significant land use projects approved during the year included:

- West Hills Assisted Living Facility
- New Les Schwab Tire Center
- Expansion of the Dixon Center Recreation Facility on OSU Campus
- Moose Lodge Relocation
- Downtown Intermodal Mall Development
- Timberhill School Park Development
- Willamette Landing Community Center
- Willamette Land Development
- Extension of Sanitary Services to land

in South Corvallis due to health hazard situations.

Many of the applications processed during this time were in the long range planning arena such as the Airport Master Plan, Stormwater Master Plan, and finalizing the formal adoption of the North Corvallis Area Plan.

An annexation of the Village at Oak Creek was submitted for voter approval in November 2001, and was defeated. This year, the division has facilitated the review of two annexations, refiling of the Village at Oak Creek and Parkland Addition. The two annexations will be forwarded to the voters in November.

The Department is required by the State to process all land use applications within 120 days, including appeal processes. The Department achieved this measure for all applications during FY 01-02.



*Above: Good Samaritan Hospital Heart Addition spray on fireproofing*

*To Right: The frame of the new Good Samaritan Hospital Heart Addition*



# Development Services Division

## Building Plan Review and Permits

**D**evelopment Services staff review residential and commercial building plans to verify compliance with building code requirements, land use regulations, and Planning Commission conditions. In the past year, the Division reviewed 788 building plans. Development Services staff also issue permits for new construction and changes to existing structures. The division issued a total of 4,499 permits during the fiscal year. These included 202 permits authorizing construction of new single-family homes and 24 for new commercial or industrial build-

ings. The total value of all construction for the fiscal year was \$132,247,769.



*House Framing*

## Inspections

**D**evelopment Services inspectors completed 19,760 building inspections in the last year, achieving it 98% performance target for completing inspection on the same day requested. Inspectors also responded to 232 citizen complaints during the year ranging from unsafe buildings to improper disposal of trash and garbage. Under a cooperative agreement with Benton County, Corvallis also pro-

vides building plan review and electrical inspection services to the County. Other intergovernmental agreements have been developed to assure that customers receive inspections in a timely manner even during periods of peak workloads. The inspection staff continued to work toward the goal of achieving multiple certifications for each inspector to provide maximum flexibility and efficiency.

## One Stop Permit Center

**T**he Development Services Division provides a single point of contact for applications, permits and information related to building construction projects. Staff is available to discuss topics such as structural requirements, plumbing, mechanical and electrical provisions, energy conservation codes, zoning requirements, utility connections, driveways, public sidewalks, excavation and grading regulations, disabled access, flood plains, wetlands, off-street parking requirements, landscaping, business signs, fire alarms and sprinklers, street addresses, and systems development charges and other development fees. If the professional staff at this center cannot answer the question, they will locate someone else who can help.

***The Development Services Division investigated 232 complaints during FY 01-02***

## Community Development Boards and Commissions

### Board/Commission

#### **Board of Appeals:**

*Hears appeals of decisions made by building official on construction-related issues and on rental housing standards code.*

#### **Committee for Citizen Involvement:**

*Facilitates citizen involvement in all phases of land use planning.*

#### **Historic Preservation Advisory Board:**

*Makes recommendations regarding historic and cultural resource preservation; reviews proposed alternations to historic structures.*

#### **Housing and Community Development Commission:**

*Recommends policies on housing and community revitalization, affordable housing.*

#### **Planning Commission:**

*Conducts public hearings and takes actions on land development proposals; makes recommendations regarding the Comprehensive Plan, Land Development Code, and other land use plans.*

\* Subject to change. To confirm any meeting date, time, and/or location, call the Department at 766-6981.



# Housing Division

## Housing Division Highlights for FY 01-02

**D**uring the past year the City's Housing Division coordinated the use of nearly \$1 million in local and federal funding to help low income Corvallis residents in a variety of ways. By combining funding from the City's own Revolving Loan Fund with grant funding provided by the U.S. Department of Housing and Urban Development through the Community Development Block Grant (CDBG) program and the HOME Investment Partnerships program, Housing was able to support the following activities:

- The City's First Time Home Buyer program helped 30 low income families and individuals purchase their first homes. A total of just over \$168,000 in CDBG funding was invested in assistance loans, paying a portion of the down payment and closing costs.
- The City's housing rehabilitation loan programs invested a total of nearly \$148,000 to help low and very low income home owners finance repairs that were critical to their homes' ongoing integrity and livability.
- HOME Investment Partnerships program (HOME) funds totaling \$30,000 were committed to a Benton Habitat

for Humanity housing project. This project is building four homes for low income families on SW B Street near 5th Avenue. An additional \$25,000 in CDBG funding was granted to the project for the development of a "pocket park" that will serve the immediate neighborhood.

- Funding totaling nearly \$35,000 was committed to the Jackson Street Youth Shelter to carry out the improvements needed to ready the shelter building for use. The facility began providing shelter services in September of 2001.
- Another \$70,000 has been granted to the Arc of Benton County to carry out a major rehab/remodel project in a group home they own that provides housing and services for four adults with developmental disabilities. The miscellaneous repairs and improvements will make the home function



*Park at 5th and "B"*

most effectively.

- \$114,000 was provided as grants through the Human Services Fund, a CDBG-supported source that provides funding to non-profit agencies that serve clients who are identified as members of priority populations in the City's Consolidated Plan. The ten agencies funded through this program assisted over 900 low income people throughout the year, many of whom were mentally ill, physically disabled, elderly or homeless, and most of whom had incomes below 30% of the Corvallis median.

## Partnership Highlights: Camas Commons

**I**n last year's Annual Report we noted a housing project that was just moving into the construction phase: Camas Commons. Located at SW 53rd and Country Club and now complete and fully-occupied, Camas Commons is a 56-unit affordable housing development providing rentals for very low and extremely low income Corvallis residents. The project was developed through a partnership between Corvallis Neighborhood Housing Services and the Linn-Benton Housing Authority.

The City of Corvallis provided a CDBG grant of \$200,000 and provided another \$100,000 in loans to help underwrite development costs. A variety of other funders, including the State of Oregon's Housing and Community Services Department, US Bank, and US Affordable Housing CDC, joined the partnership to make Camas Commons the beautiful and inviting family housing development it is today.



*Above: Under Construction  
To Left: Project Completed*



## Other Significant Projects

### New Rental Housing Code Passes

**A**s FY 01-02 came to a close, the City Council put the finishing touches on a new Rental Housing Code that the Housing Division will begin to enforce in FY 02-03. The Code has been under discussion for the past five years, and is based on the results of information gathered by the Housing Division through their delivery of a rental housing information and referral program over the past three years. The intent of the Code is to provide a mechanism to assure that rental units in Corvallis meet four basic housing standards:

1. **Structural Integrity.** Roofs, floors, walls, foundations and other structural components of a home or building have to be capable of resisting any reasonable stresses and loads that they might be subjected to.
2. **Plumbing.** Plumbing systems must be installed and maintained in a safe and sanitary condition and be free of defects, leaks and obstructions.
3. **Heating.** Each rental unit must have an approved, permanently installed heat source with the ability to provide a room temperature of 68°F three feet above the floor in all habitable rooms.

4. **Weatherproofing.** A rental unit or building's roof, exterior walls, window and doors must be maintained to prevent water leakage into living areas where such leakage might cause damage to the structure or its contents, or may adversely affect the health of an occupant.

Two key elements of the Rental Housing Code are cooperation and education. The Code requires that tenants make a good-faith effort to resolve issues where the housing standards might apply directly with their landlords before filing a formal complaint with the City. Further, the City's first contact with landlords following receipt of a valid rental housing complaint will be to inform them of their responsibilities under the Code, and give them every opportunity to comply prior to the City's moving into enforcement activities.

In addition to implementing the Rental Housing Code in FY 02-03 the staff of the Housing Division will continue to deliver the Corvallis Rental Housing Program, which provides information and referral services to landlords and tenants who have issues that are not a result of the habitability of a rental unit, or that do not otherwise fall within the scope of the Rental Housing Code.

### Lead Paint Program Now in Place

**D**uring FY 01-02 Housing Division staff began carrying out federally-funded housing activities in compliance with HUD's new Lead Safe Housing Rule. Regulations now require that the City take steps to assure the removal of any lead paint hazards found in homes undergoing rehabilitation projects or receiving funding through a City home ownership assistance program. Homes built prior to 1978 are subject to the Lead Safe Housing Rule.

In order to assure that lead paint hazards are being safely removed from a home, staff of the Housing Division will typically take paint samples for testing and if lead is found, devise a scope of work for the rehab project that will safely eliminate it. A significant amount of time has been invested in providing training for building contractors in "lead-safe work practices," a set of work guidelines that contractors must follow to assure that no lead paint or dust is spread through a home in the course of a rehab project. Ongoing training for both staff and contractors will be required in order to keep up with the evolving methods and technology that are being developed to comply with HUD's Lead Safe Housing Rule.

For more information, check out these websites:

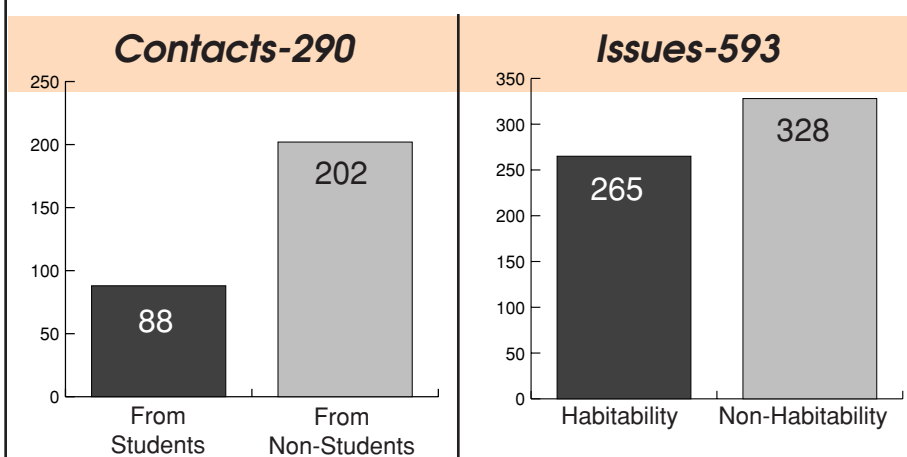
HUD's Office of Healthy Homes and Lead Hazard Control:  
[www.hud.gov/offices/lead/index.cfm](http://www.hud.gov/offices/lead/index.cfm)

EPA site: Lean in Paint, Dust and Soil:  
[www.epa.gov/opptintr/lead/index.htm](http://www.epa.gov/opptintr/lead/index.htm)

Oregon Department of Human Services Lead Based Paint Program:  
[www.ohd.hr.state.or.us/esc/lead/cert.htm](http://www.ohd.hr.state.or.us/esc/lead/cert.htm)

OSU's Western Regional Lead Training Center:  
<http://ccee.oregonstate.edu/wrltc/>

**Summary of FY 01-02 Rental Housing Program**  
**Contacts & Issues**



### corvallis permits.com

**T**he Community Development Department now provides on-line access to past and current land use planning and building permit case files. Information is available for building permits and administrative land use decisions with application dates beginning December, 1990. Limited information for land use cases involving a public hearing is available for those with application dates beginning January 1, 2000. Over time, more information will be available for these cases. You will find information for both pending and closed cases. Users can monitor the status of a plan review in progress or check for the results of a recently-conducted inspection. The Department's intent is to continue to add services to this website including the ability to check parcel information (assessed value, zoning, ownership), comment on pending land use cases scheduled for public hearing, and apply for "over-the-counter" building, electrical, mechanical and plumbing permits.

### Land Development Information Report

**E**ach year the Department publishes the LDIR which summarizes land development activity in Corvallis. The current report covers the calendar year 2001. The report identifies residential building permit activity and housing stock, vacant residential lands, vacant commercial and industrial lands. The report is available at the City's web site [www.ci.corvallis.or.us/cd/publications.html](http://www.ci.corvallis.or.us/cd/publications.html) or can be purchased at City Hall. Contact Kathy Seeburger for more information.

### Committee for Citizen Involvement Update

**T**he Committee for Citizen Involvement (CCI) is a volunteer citizen committee established to help facilitate citizen involvement in all phases of land use planning. Some selected highlights regarding the CCI's FY 01-02 work program are described below.

- **Evaluation of North Corvallis Area Plan Planning Process.**

The CCI prepared an evaluation of the citizen outreach practices associated with the development of the North Corvallis Area Plan. This evaluation included some "best practices" guidelines for citizen participation. These guidelines were distributed to all City of Corvallis project management staff for their consideration as they plan future projects. A CCI member also met with selected staff to discuss these recommendations.

- **Neighborhood Association Outreach.**

The CCI has a goal to help citizens become more involved in land use planning through neighborhood associations. The Committee researched neighborhood association programs from other cities to assess what efforts might be worth considering in Corvallis. Working with staff, the Committee also prepared a new neighborhood association map and informational flyer.

The Committee encourages citizens to find out if there is an active association in their area — or, if one does not exist, to start a new one! Further information about existing associa-

tions and the criteria for starting a new association is available on the City's web site at : [www.ci.corvallis.or.us/cd/pl/neighborhoods.html](http://www.ci.corvallis.or.us/cd/pl/neighborhoods.html).

- **Dissemination of Land Use Planning Information.** Another CCI goal is to publicize where to get information regarding land use processes. The CCI continued to disseminate a booklet entitled "A Citizen's Guide to Land Use Planning," which is intended as a handy reference on Corvallis land use processes and on how citizens can get involved. Copies of the guide are available from the Planning Division at no charge. An on-line version of the guide is available at: <http://www.ci.corvallis.or.us/cd/pl/guide/landuseguide.html>. The CCI also prepared occasional articles on land use issues for "the City," the official Corvallis newsletter that is mailed to all Corvallis households.

The CCI encourages citizens to attend its meetings to present suggestions or concerns. The Committee meets on the first Thursday of every month from 7:15 to 9:30 pm, usually in the Corvallis-



Benton County Public Library main meeting room. For further information about the CCI, contact Associate Planner Kathy Seeburger. Or visit the web site at: [www.ci.corvallis.or.us/cd/pl/cci.html](http://www.ci.corvallis.or.us/cd/pl/cci.html)



## Upcoming Activities

### Phase II of the Corvallis Land Development Code

In May and June of 2002, the Corvallis Planning Commission held four worksessions to develop amendments to the Corvallis Land Development Code. This effort is aimed primarily at addressing requirements in the City's Periodic Review Work Order that "safe harbor" protection regulations for wetlands and streams be put in place on an interim basis until completion of the full Goal 5 process for natural features. The full process requires the City to inventory natural features in the Corvallis Urban Growth Boundary (UGB) and balance protection measures for these features with the need to provide land for economic development and needed housing. Following this balancing effort, new development standards will be drafted for the Land Development Code that will replace these interim measures.

In addition to the interim wetland and stream protection standards currently being developed, several poli-

cies from the new Corvallis Stormwater Master plan are being implemented.

Finally, work is being done to clarify processes for modifications to planned developments and to create the opportunity to modify conditional developments and subdivision tentative plats under specific circumstances.

The adoption process includes public hearings before the Planning Commission and City Council. For more information, contact Senior Planner Fred Towne.



*Urban Interface — Wetland/Housing*

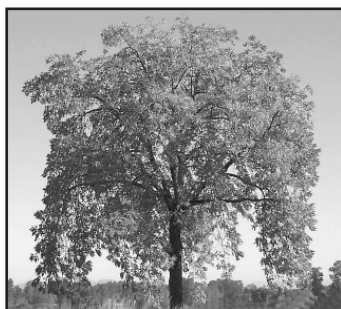
### New Consolidated Plan

In addition to continuing to deliver the grant and loan programs described in this Report, the Housing Division will once again be working under the direction of the City's Housing and Community Development Commission to undertake a major planning effort in FY 02-03. We will take the first steps in the creation of a new Consolidated Plan to cover our FY 03-04 through FY 07-08. The five-year Plan will outline goals in the areas of affordable housing, social services, and community development, and will describe the strategies the City will apply utilizing funding from the federal Community Development Block Grant and HOME Investment Partnerships programs to achieve those goals. Citizen input will be critical to the successful completion of the Consolidated Plan and a variety of opportunities will be provided to assure that input is obtained.

### Natural Features Project

Following completion of the Natural Resources Scoping Project, which identified methodologies for inventorying natural features as required by the State, a team of scientists, led by Winterbrook Planning, was chosen to complete the inventories. These scientists are now conducting inventories on streams, wetlands, riparian areas, wildlife habitats, significant vegetation, and tree groves.

In the spring of 2002, the City held two open houses to explain the inventory process. In January 2003, the City will have open houses to present the draft inventory information. Property owners and other interested parties are invited to attend and review the sci-



entists' findings.

The City is also conducting inventories of the other natural features listed in the Comprehensive Plan and Oregon Planning goals. These include floodplains, viewsheds, view-points, buffers, open spaces, gateways, and natural hazards such as steep slopes and landslides, potential wildfire areas, and earthquake hazards.

After all of the inventories are completed, the City will conduct a series of public meetings to receive input on how to balance the need to provide sufficient lands for economic development and needed housing with the need to protect significant natural resources and reduce the risks from natural haz-

ards. The efforts to balance these land uses will occur from June to December 2003. Based upon the results of the inventories and the balancing of land uses, the community will then establish revised land use standards to implement the Comprehensive Plan policies.

You can read about the inventories and confirm meeting schedules on the Natural Features Project website at: <http://www.ci.corvallis.or.us/cd/pl/naturalfeatures.html>. You may ask the consultants questions about the inventory, or leave comments at the Natural Features Inventory e-mail address at: [corvallis-nfi@winterbrookplanning.com](mailto:corvallis-nfi@winterbrookplanning.com) or at the voice mail box at 541: 766-6449.

If you have any general questions or comments about the Natural Features Project, you may contact Associate Planner Kathleen Gager.

# Community Development Resource Directory

The Community Development Department has four divisions: Administration, Development Services, Housing, and Planning. Staff and Department information is provided below. The Department's total operating budget for FY 01-02 was \$4,805,560.

## Administration

Ken Gibb, Department Director  
Judith Somes, Management Assistant  
766-6981 ... fax 754-1792  
e-mail: [community.development@ci.corvallis.or.us](mailto:community.development@ci.corvallis.or.us)  
web site: [www.ci.corvallis.or.us/cd/cdhome.html](http://www.ci.corvallis.or.us/cd/cdhome.html)

## Housing

Kent Weiss, Housing Manager  
Terri Heine, Support Staff  
Joe DeMarzo, Housing Programs Specialist  
Bob Loewen, Housing Programs Specialist  
  
766-6944 ... fax: 766-6946  
e-mail: [housing@ci.corvallis.or.us](mailto:housing@ci.corvallis.or.us)  
web site: [www.ci.corvallis.or.us/cd/hs/housinghome.html](http://www.ci.corvallis.or.us/cd/hs/housinghome.html)

## Planning

Kelly Schlesener, Planning Manager  
Dee Eilers, Support Staff  
Liz Ortman, Support Staff  
Kathy Gager, Associate Planner  
Steve Lindsey, Associate Planner  
Kathy Seeburger, Associate Planner  
Fred Towne, Senior Planner  
Jason Yaich, Associate Planner  
Kevin Young, Associate Planner  
  
766-6908 ... fax: 754-1792  
e-mail: [planning@ci.corvallis.or.us](mailto:planning@ci.corvallis.or.us)  
web site: [www.ci.corvallis.or.us/cd/pl/planninghome.html](http://www.ci.corvallis.or.us/cd/pl/planninghome.html)

## Development Services

Lee March, Development Services Manager  
Phyllis Heil, Support Staff  
Susie Hilaire, Support Staff

### Permit & Plan Review Services

Mike Fegles, Assistant Building Official  
Vicki Druliner, Permit Specialist  
Tenille Holroyd, Permit Specialist  
Laurie Sheriff, Permit Specialist  
Darrell Meyer, Commercial Plans Examiner  
Troy Skinner, Residential Plans Examiner  
Joe Kasper, Associate Planner  
Eric Christensen, Engineering Technician

### Inspection Services

Dan Carlson, Inspection Services Manager  
Norm Domagala, Building Inspector  
Steve Freiling, Building Inspector  
Suzanne Larson, Building Inspector  
Leif Nelson, Building Inspector  
Dave Hensley, Plumbing Inspector  
Craig Perkins, Electrical Inspector

766-6929 ... fax: 766-6936  
24-Hour Inspection Request Line: 766-6745  
e-mail: [development.services@ci.corvallis.or.us](mailto:development.services@ci.corvallis.or.us)  
web site: [www.ci.corvallis.or.us/cd/ds/devserohome.html](http://www.ci.corvallis.or.us/cd/ds/devserohome.html)

**Write  
to Us!**

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